

# EXHIBIT DD

[Home](#) [SEVIS Help Hub](#) [Student Records](#) [Dependents](#) **[Terminate or Reactivate a Dependent Record](#)**

# TERMINATE OR REACTIVATE A DEPENDENT RECORD

Last updated: March 17, 2023

## Quick Links:

- [Overview](#)
- [Effects of Termination](#)
- [Grace Periods after a Termination](#)
- [Terminate or Reactivate a Dependent Record](#)
- [Update Financial Information for Dependent](#)
- [Reactivate a Terminated Dependent](#)

[Expand All](#) | [Collapse All](#)

### Overview

The Student and Exchange Visitor Information System (SEVIS) automatically takes the same action on any associated F-2/M-2 dependent records when the primary student record is terminated or completed. In SEVIS, the status of a dependent record follows the status of the F-1 or M-1 student. When the student record changes from one status to another, such as from "Active" to "Terminated" status, so too does the dependent's record. However, the designated school official (DSO) can terminate or reactivate a dependent's SEVIS record independently from the primary's SEVIS record.



When a dependent is terminated in SEVIS, it means that dependent is no longer eligible for F-2 or M-2 status.

Dependent records can be terminated three ways:

- SEVIS auto-terminates the record when the student's F-1 or M-1 record is terminated.
- SEVIS auto-terminates when a child turns 21 years old.
- DSO manually terminates the record separately from the primary F-1 student.



For detailed information on terminating a student, see the SEVIS Help Hub articles:

- [Terminate a Student](#)
- [Termination Reasons](#)

### Effects of Termination

When a SEVIS dependent record is terminated:



- Dependent cannot re-enter the United States on the terminated SEVIS record.
- Immigration and Customs Enforcement (ICE) agents may investigate to confirm the departure of the dependent.
- Grace period regulations for F-1/M-1 primary students may apply to dependents.



For more information, see the SEVIS Help Hub article [Terminate a Student](#).

## Grace Periods after a Termination

Depending on the termination reason, there may be a grace period during which a student and/or dependents must depart the United States. Only primaries are eligible to apply for reinstatement.

Termination Reason	Duration of Status
<b>Termination for any violation of status</b>	<b>No grace period.</b> <ul style="list-style-type: none"><li>• If the student is terminated and the student and/or any dependents are still in the United States, the student must apply for reinstatement, or student and/or dependents must leave the United States immediately.</li><li>• If the dependent is terminated independently of the student, the dependent must leave the United States immediately.</li></ul>
<b>Authorized Early Withdrawal</b>	Only the primary student can be terminated with an Authorized Early Withdrawal. Student and/or any accompanying dependents must leave the United States within 15 days of termination date. <b>Important Note:</b> This grace period only applies to F-1 students and their dependents. It does not apply to M-1/M-2 students and dependents.
<b>Change of Status Approved</b>	<ul style="list-style-type: none"><li>• Dependent F-2/M-2 status ends and dependent enters newly authorized status.</li><li>• Dependent must follow the authorized stay requirements of the new immigration status.</li></ul>



*Preparation for Departure* [8 CFR 214.2\(f\)\(5\)\(iv\)](#)

## Terminate or Reactivate a Dependent Record

To manually terminate or reactivate a dependent's record in SEVIS:

1. Go to the [Student Information](#) page.

**Travel**

Edit

Port of Entry

Date of Entry

I-94 Admission Number

Port of Departure

Date of Departure

**Passport**

Edit

Passport Number

Passport Expiration Date

Country of Issuance

**Financial**

Edit

Expenses

Estimated Average Cost for 06 months

Tuition and Fees \$10,000.00

Living Expenses \$10,000.00

Dependents Expenses \$5,000.00

Other Costs

Other Costs Comment

Total Expense \$25,000.00

**SEVP School**

SEVP School Status

APPROVED

**Visa**

Edit

Visa Number

Visa Issuance Date

Visa Expiration Date

Visa Issuance Post

**Funding**

Student Funding for 06 months

Student's Personal Funds \$30,000.00

Funds From This School

School Fund Type \$10,000.00

Funds From Other

Sources

Source Type Silver Candlesticks from the Church Bishop

On-Campus Employment

Total Funding \$40,000.00

**Dependents**

Edit

SEVIS ID	Surname/Primary Name	Given Name	Relationship	Gender	Status	Date of Last Event
N0004705836	Pontmercy	Cosette	CHILD	FEMALE	ACTIVE	May 13, 2016

**Student Requests**

Request Type	Request Status	Receipt Number
Transfer	APPROVED	

2. Click **Edit** in the Dependents section. The *Dependents* page opens.

**Dependents**

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies

Valjean, Jean (N0004703368)

Required fields are marked with an asterisk (\*).

Dependent(s) for Valjean, Jean

Add Dependent

SEVIS ID	Surname/Primary Name	Given Name	Relationship	Gender	Status	Commands
N0004705836	Pontmercy	Cosette	CHILD	FEMALE	ACTIVE	<a href="#">Update</a> <a href="#">Terminate</a>

Return

3. Click **Terminate** in the Commands column for the appropriate dependent. The *Terminate Dependent* page opens.

**SEVP School for Advanced SEVIS Studies**

**Terminate Dependent**

Required fields are marked with an asterisk (\*).

F-1 Student

Valjean, Jean

SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies

Status: ACTIVE

SEVIS ID: N0004703368

Start Date: 05/01/2015

End Date: 04/30/2019

F-2 Dependent (Surname/Primary Name, Given Name)

Pontmercy, Cosette

SEVIS ID: N0004705836

Status: ACTIVE

Preferred Name: Cosette Pontmercy

SEVIS Legacy Name:

Passport Name:

Email Address:

1. \*Termination Reason:

If "Other", Explain Here:

Terminate Dependent

Reset Values

Cancel

4. Select a reason from the Termination Reason drop-down list:

- **Child Over 21:** Dependent child is over 21 years old.

- **Death:** Dependent died.
- **Divorce:** Primary student is divorced from dependent.
- **Other:** Use this option if the correct termination reason is not in the drop-down list.



If you select **Other**, you must enter an explanation in the text box provided.

- **Principal Status Completed:** Primary student record is completed.
- **Principal Status Terminated:** Primary student record is terminated.
- **Unauthorized Employment:** Dependent's employment is unauthorized.

5. Click one of the following:

- **Cancel:** Cancels the termination action and returns to the Student Information page.
- **Reset Values:** Clears all fields on the page.
- **Terminate Dependent:**
  - Terminates the dependent's record. An *Update Successful* page opens with the message that expenses for this dependent must be updated in the student's financial information.

### Update Successful

Expenses for this dependent must be removed from the student's financial information. Update the "Expenses for dependents" field on the student's financial information page.

Return to View Record

Click **Return to View Record**. The *Student Information* page opens.

## Update Financial Information for Dependent

To update the **Expenses for Dependents** field on the student's *Financial Information* page.

1. Go to the [Student Information](#) page.

### Student Information

F-1 STUDENT  
**Mormont, Jorah**

Potomac Yards College - Potomac Yards College  
Start Date: May 4, 2019 End Date: September 1, 2030

Status: **ACTIVE**  
Status Change Date: May 16, 2019  
SEVIS ID: N0005247442

I-901 Fee Paid I-20 ISSUE REASON: CONTINUED ATTENDANCE

### Personal / Contact

Gender: **MALE** U.S. Address: **4234 GLOUCESTER RD, BROOKSVILLE, FL 34604 - 8010**  
Address Status: **Valid**

Country of Origin: **ITALY**

### Financial

Expenses	Funding
Estimated Average Cost for 05 months	Student Funding for 05 months
Tuition and Fees: \$28,000.00	Student's Personal Funds: \$1,000.00
Living Expenses: \$15,000.00	Funds From This School: \$0.00
Dependents Expenses: \$100.00	School Fund Type: \$80,000.00
Other Costs: \$1,000.00	Funds From Other Sources: Friends in the North
Other Costs Comment: Medical Care	Source Type: \$0.00
<b>Total Expense: \$44,100.00</b>	<b>Total Funding: \$81,000.00</b>

### Dependents

SEVIS ID	Surname/Primary Name	Given Name	Relationship	Gender	Status	Date of Last Event
N0005247443	Hightower	Lynesse	SPOUSE	FEMALE	TERMINATED	June 28, 2019
N0005263365	Mormont	Tim	CHILD	MALE	ACTIVE	June 28, 2019

### Student Requests

Request Status:

2. Click **Edit** in the Financial section. The *Update Financial Information* page opens

### Update Financial Information

Potomac Yards College

Required fields are marked with an asterisk (\*)

F-1 Student: **Mormont, Jorah** Potomac Yards College - Potomac Yards College  
Start Date: 05/04/2019 End Date: 09/01/2030  
Status: **INITIAL**  
SEVIS ID: **N0005247442**

### Financial

Estimated costs and funding for 05 months

Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is shorter. Funding must meet or exceed the estimated expenses.

Expenses	Funding
Tuition and Fees: \$ 28,000	Student's personal funds: \$ 1,000
Living Expenses: \$ 15,000	Funds from this school: \$ 0
Expenses for dependents: \$ 30,000	School fund type:
Other costs: \$ 1,000	Funds from other sources: \$ 80,000
Specify other costs: Medical Care	Other source type: Friends in the North
<b>Total expenses: \$ 74,000.00</b>	On-Campus employment: \$ 0
	<b>Total funding: \$ 81,000.00</b>

Remarks about the Student (Prints on page 1 of the Form I-20 in the "Remarks" section.)

Characters Remaining: 1000

**Update** **Cancel** **Print Draft I-20**

3. Update the **Expenses for Dependents** field.

4. Click one of the following:

- **Print Draft I-20:** Prints a draft Form I-20 for the student and any remaining dependents, if any, before the expenses are updated.
- **Cancel:** Cancels the update and opens the *Student Information* page.
- **Update:** Updates the student's financial information. An *Update Successful* page opens.

## Update Successful

[Return to View Record](#) [Print I-20](#)

- Click **Print I-20**. Prints a Form I-20 for the student and any remaining dependents, if any, with the updated expenses.



- Students or dependents are expected to keep all Forms I-20 issued during the student's academic career.
- When information on the Form I-20 changes, it is best to give a new copy to the student or dependent.
- Find information on allowable electronic signatures and Form I-20 transmission in SEVP's policy guidance [Use of Electronic Signatures and Transmission for the Form I-20](#).

- Click **Return to View Record**. The Student Information page opens.

## Reactivate a Terminated Dependent

There are several ways to reactivate the SEVIS status for a terminated dependent:

- DSOs can manually reactivate a dependent record, if the primary student record is active.
- SEVIS automatically reactivates the dependent record when the student record is reinstated, assuming both:
  - The dependent's record terminated when the student's record terminated.
  - The student applied for reinstatement.



For the automatic reactivation, the dependent must be included in the student's reinstatement paperwork—that is, listed as a dependent who needs reinstatement to Active status too. If the dependent is left off the reinstatement paperwork, that dependent would not be automatically reactivated, if the reinstatement is approved.



For more information on managing a terminated student's SEVIS record, see the SEVIS Help Hub article [Terminate a Student](#).

- Possible data fix, if the other two options are not available and the record should be active.

To manually reactivate a dependent in SEVIS:

- Go to the [Student Information](#) page.

Travel

Port of Entry

Date of Entry

I-94 Admission Number

Port of Departure

Date of Departure

Passport

Passport Number

Passport Expiration Date

Country of Issuance

Financial

Expenses

Estimated Average Cost for

Tuition and Fees

Living Expenses

Dependents Expenses

Other Costs

Other Costs Comment

Total Expense

Dependents

SEVIS ID

Surname/Primary Name

Given Name

Relationship

Gender

Status

Date of Last Event

Student Requests

Request Type

Request Status

Receipt Number

SEVP Status

School Status

APPROVED

Visa

Visa Number

Visa Issuance Date

Visa Expiration Date

Visa Issuance Post

Funding

Student Funding for

Student's Personal Funds

Funds From This School

School Fund Type

Funds From Other

Sources

Source Type

On-Campus Employment

Total Funding

SEVIS ID

Surname/Primary Name

Given Name

Relationship

Gender

Status

Date of Last Event

06 months

\$10,000.00

\$10,000.00

\$5,000.00

\$25,000.00

06 months

\$30,000.00

\$10,000.00

\$10,000.00

Silver Candlesticks from the Church Bishop

\$40,000.00

SEVIS ID

Surname/Primary Name

Given Name

Relationship

Gender

Status

Date of Last Event

Request Type

Request Status

Receipt Number

2. Click **Edit** in the Dependents section. The *Dependents* page opens

Dependents

Potomac Yards College - Potomac Yards College

Mormont, Jorah (N0005247442)

Required fields are marked with an asterisk (\*).

Dependent(s) for Mormont, Jorah

Add Dependent

SEVIS ID	Surname/Primary Name	Given Name	Relationship	Gender	Status	Commands
N0005247443	Hightower	Lynesse	SPOUSE	FEMALE	INITIAL	<a href="#">Update</a> <a href="#">Terminate</a> <a href="#">Cancel</a>
N0005263665	Targaryon	Aegon	CHILD	UNKNOWN/OTHER	TERMINATED	<a href="#">Reactivate</a>

Return

3. Click **Reactivate** for the desired dependent. The *Reactivate Dependents* page opens

Reactivate Dependent

Required fields are marked with an asterisk (\*).

F-1 Student

Mormont, Jorah

Potomac Yards College - Potomac Yards College

Status: INITIAL

SEVIS ID: N0005247442

GENDER: MALE

DOB: 03/05/1982

PREFERRED NAME: Jorah the Andal

PASSPORT NAME: Jorah

COUNTRY OF BIRTH: ICELAND

CITIZENSHIP: ITALY

EMAIL: mrtargaryen@kinginthenorth.net

U.S. ADDRESS: 4234 GLOUCESTER RD, BROOKSVILLE, FL 34604

F-2 Dependent (Surname/Primary Name, Given Name)

Targaryon, Aegon

UNKNOWN/OTHER | DOB: 05/15/1998 | Relationship: CHILD

Status: TERMINATED

SEVIS ID: N0005263665

Preferred Name:

SEVIS Legacy Name:

Passport Name:

Email Address:

Reactivate Dependent

Cancel

4. Click one of the following:

- **Cancel:** Cancels the reactivation action and returns to the *Student Information* page.
- **Reactivate Dependent:**
  - Reactivates the terminated dependent. An *Update Successful* page opens with the message that expenses for this dependent must be updated in the student's financial information.



## Update Successful

Expenses for this dependent must be updated in the student's financial information. Update the "Expenses for dependents" field on the student's financial information page.

[Return to View Record](#)[Print I-20](#)

- Click **Print I-20**. Prints a Form I-20 for the reactivated dependent.
- Click **Return to View Record**. The *Student Information* page opens.



- Update student financials after reactivating a dependent.
- See the Update Financial Information for Dependent section earlier in this article for guidance on updating the dependent's expenses in the student's Financial Information page.